

UNI Report To Transparency Task Force

April 5, 2013

Public/Open Records Requests

General Process

- 1. Follow Iowa Public Records Law, Chapter 22
- 2. Request sent to appropriate UNI department
- 3. Copies to: University Secretary, University Relations, University Counsel
- 4. Department determines an estimated cost
- 5. Office of Business Operations sends invoice to person requesting the information
- 6. Payment must be received before any work is done
- 7. Electronic search, redaction and delivery whenever possible
- 8. Fees
 - \$30 per hour (typically no charge for simple requests requiring less than one hour)
 - o 25 cents per page for copies if more than 20 pages must be copied
 - \$75 per hour for records that must be extracted from computer databases



Public Records Requests http://www.uni.edu/publicrecords



Mobile Email MyUNIverse eLearning A-Z Index Calendar Directory Contact Employment Visit UNI

Search

Public Records Requests

The Iowa Public Records Law, Chapter 22 of the Iowa Code, establishes that most documents or records held by governmental agencies, including the University of Northern Iowa are public and subject to disclosure.

Certain exceptions apply for confidential records under section 22.7 of the Iowa Code. For example, certain records and information relating to students and personnel may be confidential and not disclosed.

The Office of University Relations at the University of Northern Iowa coordinates most of the media requests for public records, with the exception of athletics. You may request public records by email, phone, writing or in person.

- Please submit email requests to stacey.christensen@uni.edu.
- Call Stacey Christensen, public relations manager, 319-273-6728.
- Fax to 319-273-2888. Please include the words "Public Records Request" on your fax.
- Send written requests to Stacey Christensen, Office of University Relations, 125 East Bartlett, Cedar Falls, Iowa 50614-0392.
- Athletic-related requests can be directed to Greg Davies, assistant athletic director for business services, 319-273-7855 or gregory.davies@uni.edu.

The lowa Code allows governmental bodies, such as UNI to charge a reasonable fee for expenses associated with retrieving, copying, and supervising the examination of public records.

Fees:

UNI fees are as follows:

- \$30 per hour for actual time spent retrieving and copying documents and/or for supervising the examination of public records. Typically there is no charge if the time spent on those tasks is less than one hour.
- 25 cents per page for copies if more than 20 pages must be copied to complete a request.
- \$75 per hour for records that must be extracted from computer databases.

As a general rule, UNI requires advance payment of the estimated fee. Checks may be made payable to the University of Northern Iowa.

Timely Response:

We will do our best to respond to requests within 10 business days.



Public/Open Records Requests

Key UNI Staff:

- Stacey Christensen, Public Relations Manager coordination
- Tim McKenna, University Counsel legal perspective
- Gary Shontz, Controller/Secretary/Treasurer logging
- James O'Connor, Executive Director, University Relations coordination



Public/Open Records Requests

- 145 records requests in fiscal 2012
- Popular topics
 - Athletics
 - Salaries
 - Contracts
 - Enrollment data



Access to UNI information

- UNI homepage www.uni.edu
- Inside UNI (on UNI home page) www.uni.edu/resources/inside-uni
- Get to Know UNI (on UNI home page) -- http://uni.edu/resources/get-to-know-uni
- UNI Fact Book www.uni.edu/president/sites/default/files/10-11UNIFactBook.pdf
- College Portrait (Voluntary System of Accountability) http://www.collegeportraits.org/IA/UNI
- Consumer information (from UNI home page) http://uni.edu/resources/consumer-info
- Public Information—FERPA (Registrar) http://www.uni.edu/registrar/faq/faculty-and-staff/ferpa
- UNI newsroom (from UNI home page) http://uni.edu/newsroom/
- UNI Institutional Research site http://www.ir.uni.edu/dbWeb/
- Social media Facebook, Twitter, etc. (from UNI home page) http://uni.edu/social/

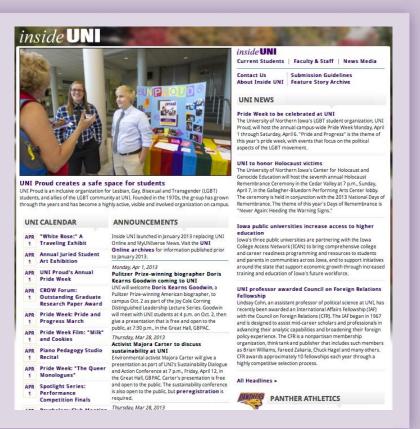


What's happening at UNI?

- UNI home page/Inside UNI
- News releases: 352; 260 media pitches; 260 media inquiries
- Alumni e-newsletter/printed magazine
- Panther Parent
- College and department websites, newsletters, magazine electronic and print
- Panther Caucus
- Social media
- President (media, speeches, etc.)
- UNI experts/speakers bureau









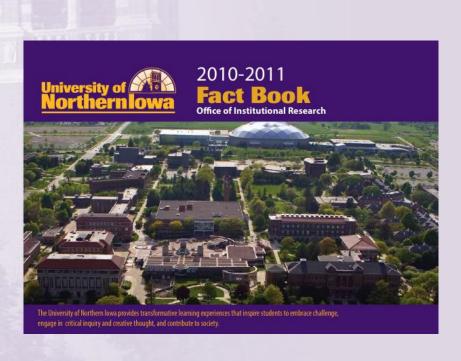




Graduate Students

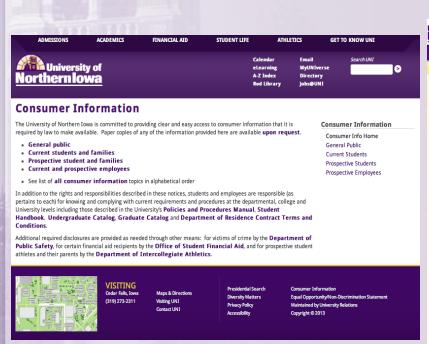
The Perfect Fit
FOR YOU!

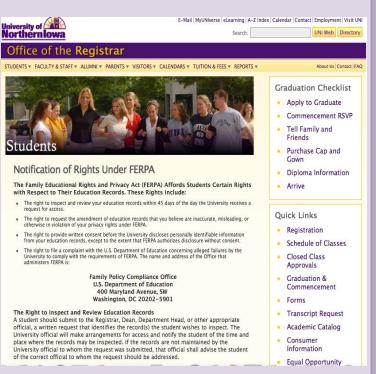
VISIT, EXPERIENCE
OSEE FOR YOURSELF!









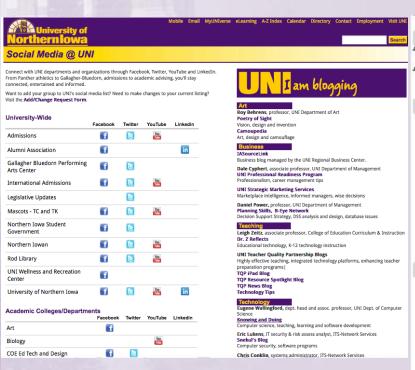


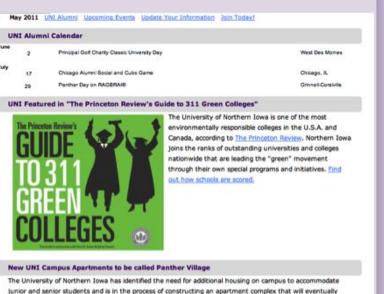






house approximately 800 students.





The Department of Residence is creating a campus community that retains the convenience of living on

junior and senior students are seeking. The project fulfills an educational mission to retain students on

campus where they are more likely to earn better grades and more likely to graduate.

campus, delivers the social and academic support students want and provides a level of independence that



January 2013 Panther Parent



Panther Parent is UNI's e-newsletter for parents and guardians. Panther Parent is sent three times per semester and features university events, deadlines and tips from the UNI Parents Association.

UNI recognized by Military Advanced Education

UNI has been selected as a Military-Friendly University in Military Advanced Education's (MAE) 2013 Guide to Military Friendly Colleges & Universities. The guide provides potential students with information about institutions that go out of their way to implement military-friendly policies in support of

UNI named one of top producers of U.S. Fulbright scholars

The University of Northern Iowa has been named by The Chronicle of Higher Education one of the top producers of Fulbright Scholars in the U.S. after three UNI professors were awarded Fulbright Scholarship grants for their research projects abroad.

Read more: http://uni.edu/newsroom/uni-named-one-of-the-top-producers-of-us-fulbright-scholars#ixzz2I4n4XbUp

UNI named to Kiplinger's top 100 'Best-Value Public Colleges'

UNI has been ranked among the nation's top "100 Best Values in Public Colleges" by Kiplinger's Personal Finance magazine for 2013. The ranking cites four-year schools that combine outstanding education with economic value. UNI placed in the top 100 for its high four-year graduation rate, low averagestudent debt at graduation, abundant financial aid, a low sticker price and overall great value. Read more: http://uni.edu/newsroom/uni-namedto-list-of-nations-top-100-best-value-public-college-by-kiplingers-personal-finance-magazi#ixzz2I4nWWZDE

Presidential search committee begins interview process

The UNI Presidential Search and Screen Committee will bring three candidates to campus. For information about the candidates, visit the presidential search website. The committee's final recommendations are expected to be provided to the Board of Regents, State of Iowa in mid-February.

UNI unveils new website

UNI's new enhanced website is live. You'll find a new parent's page, too. UNI also has unveiled a brand new communication platform called Inside UNI, linked off of UNI's home page. The purpose of Inside UNI is to provide more opportunities to tell the stories of faculty, staff and students and share current news and relevant campus announcements.

Spring Commencement details

Dates, times and locations for spring Commencement have been finalized. Visit the registrar's website for details.

UNI graduates fare well in today's economy

UNI's Career Services office collects data on recent grads as well as current students. Nearly 84 percent of last year's graduates secured jobs or were continuing their education upon graduation, according to the 2011 Career Services Graduate Report.

Read more: http://www.uni.edu/newsroom/uni-graduates-fare-well-in-todays-economy#ixzz2I5A26DgX





Welcome to the Panther Caucus, a group of alumni, students and friends working to increase public and legislative support for the University of Northern lowal Periodic emails will be sent to Panther Caucus members about some of the great things happening at UNI. Sign up for the Panther Caucus members about some of the great things happening at UNI. Sign up for the Panther Caucus members about some of the great things happening at UNI.

National recognition for UNI's chemistry students

UNI's Student Chapter of the American Chemical Society (ACS) received the Outstanding Chapter award for 2011-2012. The group was recognized in the November/December 2012 issue of inChemistry Magazine and will be honored during the ACS National Meeting in New Orleans next month.



To receive this award, chapters must either meet or exceed all of their goals. The UNI chapter co-hosted blood drives, presented chemistry magic shows to hundreds of families during UNI's Family Weekend, and hosted 'Halloween House Day' for 1,000 elementary and high school students. About 45 UNI students and faculty performed a series of chemistry and physics demonstrations in theme rooms that included Pirate's Cove, Frankenstein's Lab, Devil's Den and the Witches Lair.

Along with volunteering and community outreach, the student group also demonstrated excellent chapter development, attended a variety of department seminar, hosted a series of social events and activities and conducted chapter meetings.

African Culture Night
Friday, March 29, 7 to 11 p.m., Old Central Ballroom, Maucker Union
Erjoy food, music, dancing, poetry, an African fashion show and an overview of African cultures and backgrounds.

UNI named a finalist for 2013 Presidential Community Service Honor Roll

UNI students shatter fundraising goal at 2013 Dance Marathon

UNI receives \$15 million gift to transform teacher education

A tuition freeze would benefit UNI students







UNIVERSITY OF NORTHERN IOWA NEWSROOM Home Faculty/Staff Experts Education Experts Political/Election Experts CONTACTS Welcome to UNI's newsroom, the official site for university news, story official site for university news, story

Donna Hoffmaninterim department head and associate professor, political science

319-273-5916 319-266-3218 (cell)

donna.hoffman@uni.edu

Topics: American politics, Iowa Caucuses, American presidency, presidential-congressional relations, presidential rhetoric, campaigns and elections

Co-authored a book on how the State of the Union address works as a tool of presidential communication. The book's title is "Addressing the State of the Union: The Evolution and the Impact of the President's Big Speech."

Impact of the President's Big Speech."

ELECTION RESOURCES as

Political/Election Resources Political/Election Experts Northern Iowa Student

Government
College Republicans
Northern Iowa Democrats
Campaigning on Campus

leads and resources for media.

releases, media events, photos of

Relations staff listed below at 319-

Stacey Christensen

Lindsay Cunningham

Liz Conklin

Public Relations Manager

Communications Specialist

news events, newsmakers or video clips, contact one of the Media

Justin Holmes assistant professor, political science

319-273-6305 319-830-0821 (cell)

justin.holmes@uni.edu

Topics: Political communication, public opinion, voting behavior, political advertising, political psychology, campaigns and elections, politics and the internet



Global Networking



The Pension Benefit Quarantee Corporation provides coverage protecting millions of Americans that are covered under defined pension benefit plans. Presently, PBGC is underfunded and will need to raise additional funds either through higher premiums or it's line of credit with the Treasury to shore up the shortfall. This presentation will explore what are the options to PBGC and the challenges in relation to current connomic conditions.

Charles Mae and Freddie Mac are quasi governmental institutions that were designed to serve the mortgage markets in order to improving housing affordability in the US. Over the past decade the indiscriminate use of financial deviations greatly contributed to the downlife of these governmental units and the financial markets. This presentation explores what lessons should have been learned from the earlier Salt Crisis and what needs to be done to prevent further problems with denriebures and financial institutions.

presentation on the College Hill Partnership and how they are working to enhance economic development while also focusing on developing the residential area

Some Perspectives on the Actuarial Adequacy of the Pension Benefit Guarantee Corporation

Freddie Mac, Fannie Mae: Dangers of Using Derivatives in the Secondary Mortgage Markets

Based on a presentation for the IATTO conference- discusses how innovations impact husiness relationships



UNI Report To Transparency Task Force

April 5, 2013

